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Home > Miscellaneous > Affidavit

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Click Miscellaneous hyperlink.

Click Next.

Enter Case Number

Click Next.

Select **Affidavit** 

Click **Next**.

**Select** the Party.

**Note:** If it is the first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

## Click Next.

Associate the pdf file of the **Affidavit.** 

Refer to existing event(s) displays.

Place a check mark in the box

Click Next.

**Select** the appropriate event(s) to which your event relates:

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Edit the docket text if necessary. Review final docket text.

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